

Chief, Management Staff

11 May 1956

Chief, Records Management Staff

Weekly Report - Week Ending 9 May 1956

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1. The records disposition survey in the [REDACTED] has been completed and the revised records control schedule submitted to the Division. As a result of the schedule revision 151 cubic feet of records in the Center were destroyed.

2. Records disposition survey in OCR is 10% complete. So far, we have inventoried 2,760 cubic feet of records, the equivalent of 345 safes.

3. The records disposition survey in the Executive Registry is 50% complete. A total of 107 cubic feet of records were inventoried and a tentative schedule has been prepared which will provide for eventual disposition of 44% of these records.

4. The survey of the Procurement Division, Contract Files, is 40% complete. Recommendations have been agreed to which will reduce the number of filing cabinets, improve the chargeout system, establish standards for uniform filing, and reduce the workload of the filing personnel.

5. As a result of the reports survey in the DD/S area reductions in man hours in the compilation of reports has been effected in the amount of 1,664 in the Office of Personnel, and 3,970 in the Office of Logistics. Additional savings in this area will be possible as the project continues.

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MgtS/RMS/ [REDACTED] (5/11/ [REDACTED])

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